

FAMILY WORKER

The Family Worker is a non-exempt, full-time, 45-week position directly responsible to the Family Services Coordinator.

This Family Worker position is the link between parents and the Head Start Program as well as the link between community resources and the family.

DUTIES AND RESPONSIBILITIES (include but are not limited to):

1. Implement and maintain the on-going recruitment process of applications for enrollment in the Head Start Component.
2. Promote community awareness of low-income families and advocate for the needs of the low-income population.
3. Complete and maintain a service plan for each family.
4. Visit each family with a scheduled home visit to cover educational, cultural, or career objectives according to the frequency described by the service plan. Home visits will:
 - a) Develop the belief in parent(s)/guardian(s) that they are children's first teachers and reinforce this concept with practical suggestions to continue its belief.
 - b) Recognize and support strengths of parents as they may contribute to the development of their children.
 - c) Act as a vehicle for communication between the program and the family.
 - d) Allow parents to give their concerns and to provide assistance if needed.
 - e) Have a plan with the topic discussed, actions taken or needed, and be signed by Family Worker and parent(s).
5. Utilize a Family Partnership Process for each family to include referrals, follow-up, emergency assistance, and any other service needed.
6. Work with a child's Teacher regarding development and any concerns to be discussed at a home visit.
7. Follow-up on children's irregular attendance or on absences for 2 consecutive days with a phone call or visit and inform Family Services and/or Health Coordinator(s).
8. Organize workshops, Parent Meetings, and assist in recruiting parents for the Policy Council.
9. Complete the Child Health Record (CHR) and assist in health screenings, exams, and completing follow-up as indicated by the Health Data Tracking Instrument.
10. Assist families in arranging medical and dental appointments and any needed follow-up services. Provide transportation to these appointments on an as-needed basis.

11. Participate in Family Reviews, Case Conferences, and in all appropriate discussions on families.
12. Attend and participate in meetings and training, including evening meetings and out-of-town travel.
13. Timely record keeping including monthly reports, and all other reports as assigned.
14. Responsible for notifying parent(s)/guardian(s) of children enrolled in Head Start of any emergency closings on or before day of closing.
15. Assist in classroom duties as requested.
16. Serve on Agency committees, including those planning and implementing fundraising events and activities.
17. All other duties and responsibilities as requested by Family Services Coordinator or Head Start Director, or the Executive Director in their absence.

QUALIFICATIONS:

The Family Worker must have the following minimum qualifications:

1. High School Diploma or GED required.
2. Ability to recognize and understand the causes of poverty and the conditional and environmental effects of poverty.
3. Ability to relate to all socio-economical segments of the community and work well with both professional and non-professional individuals.
4. Must be able to communicate efficiently.
5. Must have at least two years experience in community work either as a volunteer or paid employee.
6. Must be well organized, able to write and keep detailed accurate records.
7. Must have reliable transportation and a clean and valid NYS Driver's License.

CLASSIFICATION:

Non-exempt